

~~SECRET~~

MEMORANDUM FOR: /Records Management Officer


SUBJECT : Disposal of Records

1. The Executive Director-Comptroller and Deputy Director for Support have instructed me to ensure that valuable Agency records are not destroyed because of the space shortage or urgency of purging useless files. The identification of records of continuing value, legally required documentation, and Historical reference material is extremely difficult and requires supervised coordination to prevent storing useless duplication as well as the unwitting disposal of important records either because they are of no further operational value or on the mistaken assumption that another office has preserved the record copy.

2. The DDS has requested that the Chief, Archives and Records Center, continue to review records prior to disposition action and inform the Agency Records Administration Officer of the official disposal requirements involved.

3. In the event a Component RMO insists upon disposing of material contrary to the recommendation of the Agency Records Officer or the approved Records Control Schedule, the Senior Records Management Officer of the Directorate involved will be requested to review the records involved and to sign a specific instruction form for their disposition and to assume legal responsibility for the directed action.

4. In view of the foregoing, the attached case is submitted for your review and recommendation as to action to be taken.


CIA Records Administration Officer

25X1

~~SECRET~~



~~SECRET~~

31 May 1968

25X1

[REDACTED]

I still don't understand your point with these papers.

The Office of Communications is not going to be concerned with a communications problem until such a problem has been defined. At the moment there has been no problem definition, nor does it seem to me that there is likely to be one. Again, the system for moving documents-records material-from Headquarters [REDACTED] and back is yours. If that system presents a problem requiring fancy communications, you have to define it, do the system analysis and produce a proposal for a solution which can be acted upon. Only then will Commo become concerned.

25X1

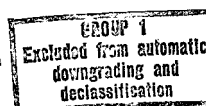
I have the same difficulty with your proposed memo to the IP Coordinators. The purpose of the memo is obscure. As IP Coordinator for the DD/S, I wouldn't know what you are after and consequently I would have no idea about how to respond.

[REDACTED]

RHW

25X1

~~SECRET~~



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/>	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">25X1</div>		
2			
3			
4			
5			
6			
<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY	
<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input checked="" type="checkbox"/> RECOMMENDATION	
<input checked="" type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input checked="" type="checkbox"/> RETURN	
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE	
Remarks: 25X1 25X1 As you requested on 12 November my proposed procedure (to exercise some control over records disposal and yet abide by the DDS reply to <div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> that we will destroy any file he asks us to) will be to have <div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div> continue to check disposal requests and alert me. I will contact the Directorate RMO and request his signature accepting responsibility for disposal actions he orders. I believe the Directorate RMO's will be careful if they must sign for their acts.			
25X1 The attached transmittal and endorsement form will be used because we have 50 or 60 such actions for DDP so far.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 80px; height: 30px; display: flex; align-items: center; justify-content: center;">25X1</div> </div> Chief, RAB		25 Nov 69	
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/>	SECRET

TRANSMITTAL SLIP		DATE
		11-20-69
TO:	20 NOV 1969	
ROOM NO.	BUILDING	
702	mag	
REMARKS:		
<p><i>This is the way the Transmittal memo came out - We don't have the "Questionable Case" form ready as yet. will send it on ASAP.</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION
	702	

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)